

CLASSIFICATION TITLE- SUB-TITLE

Section Chief – Technical Services Bureau

POSITION SUMMARY

Under the general supervision of the Bureau Director, this position is responsible for providing leadership, administration and management of an assigned technical program(s) related to constructed environments and their components, whose staff provides plan review, product review and approval, consultation, and other services. Manage the Section's programs, services, and business operations, including developing and evaluating policies, procedures and a performance program for staff. Directly supervise a team of plan reviewers, consultants, and /or engineering consultants who examine plans for state code compliance and provide technical consultation within their assigned programs.

TIME %

GOALS AND WORKER ACTIVITIES

40%

A. Provide leadership, manage, and administer the operations of the section whose staff provide services related to plan review, consultation, petitions for variances, and product approval of designs, devices, products, and materials regulated by the Division and assigned to the Section.

- A1. Provide oversight of the sections program operations, including managing and directing staff workload and coordinating their efforts to meet the needs of the Division.
- A2. Supervise the technical and other designated staff on a day-to-day basis to provide guidance and direction to carry out strategic goals, assign and schedule work, identify performance goals for work products, conduct periodic progress meetings, provide feedback to subordinates on work progress and work products, and keep managers and others informed of major activities.
- A3. Within the Section, direct, analyze, and unify the Bureau's operating procedures, staff reporting processes, working policies, staff reassignments, and staffing levels.
- A4. Participate in the development and implementation of a section vision goals, strategies, and key performance indicators that align with the overall Division strategic plan.
- A5. Plan work operations, establish short-range Section goals, and set priorities for staff to accomplish Section goals, which are consistent with the Division's strategic plans
- A6. Provide leadership to foster effective working relations among all Section staff to achieve strategic goals, improve customer service, control costs, and allocate resources.
- A7. Participate in the development and implementation of Division-wide methods of fiscal control, budget, personnel, contracts, information technology, planning, policy development, program evaluation, and facilities management.
- A8. Identify and coordinate duties of program technical team leaders.
- A9. Implement plans, policies, and programs focused on providing effective and efficient service delivery.
- A10. Conduct staff meetings for the purpose of coordination, information exchange, and policy and procedures evaluation.

25%

B. Manage and supervise Section staff.

		<ul style="list-style-type: none"> B1. Direct the interviewing and hiring processes for the section. B2. Supervise, assist, and coach staff in a manner consistent with Department personnel policies and practices. B3. Supervise and oversee work assignments of direct reports. B4. Establish performance standards, goals, and accomplishments for direct reports. B5. Perform quarterly and annual employee performance evaluations. B6. Recommend or initiate appropriate disciplinary action when performance or behavior is below acceptable standards or conduct is in conflict with policy, accepted procedures, work rules or law. B7. Participate in the creation and implementation of Employee Development Plans associated with the Division's Performance Management Program. B8. Ensure that employees are provided information on how to safely conduct their jobs, to identify job hazards, and to minimize exposure that might result in injury or illness. B9. Ensure that safety hazards and unsafe practices are identified, corrected, and brought to the attention of the safety officer.
15%	C.	<p>Promote and administer the Division's lean initiatives and projects associated with process improvement, customer satisfaction, and cost-savings.</p> <ul style="list-style-type: none"> C1. In coordination with the Bureau leadership, participate in Bureau Strategic Planning Sessions on a bi-annual basis to determine key bureau initiatives or projects. C2. Develop and complete project charters as assigned. C3. Encourage and solicit suggestions for improvements to current processes and procedures from staff. C4. Participate on teams or as a member of the steering committees for lean projects and initiatives. C5. Monitor results of individual and team efforts.
10%	D.	<p>Manage and implement statutory mandates and administrative policies related to the review of plans, product approvals, and consultation, for the Section's programs.</p> <ul style="list-style-type: none"> D1. As directed by the Bureau Director, assess and evaluate newly-enacted legislation for its impact on new and existing plan review, inspection, and consultation processes. D2. Create and implement policies, processes, priorities, and plans for newly-mandated programs. D3. Review existing Section programs and recommend alteration or elimination of processes that cannot be demonstrated to be effective, and not within the scope of the Bureau's mission, outside of statutory mandate, or no longer a priority of the Bureau. D4. As directed by the Bureau Director, act as a liaison between affected state, local, and federal plan review, consultation, inspection and credentialing agencies. D5. Implement policies, objectives, processes, priorities, and plans for enforcement activities pursuant to plan reviews, and consultation.
10%	E.	<p>Perform miscellaneous tasks and complete miscellaneous projects as directed by management.</p>

- E1. Provide office management functions such as facility coordination, equipment coordination, mail and purchasing management functions as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of management principles and processes, including strategic methods.
2. Knowledge of supervisory practices and techniques, including conducting employee performance evaluations.
3. Knowledge of Project Management principles.
4. Understanding of performance management principles.
5. Understanding of project management techniques.
6. Strong negotiation and facilitation skills.
7. Strong leadership skills.
8. Strong decision making and problem solving skills.
9. Skill in organizing resources and establishing priorities.
10. Skill in delegation.
11. Strategic thinking skills.
12. Ability to utilize technology, including computer systems and software.
13. Ability to develop, plan, and implement short and long range goals.
14. Ability to work as a team.
15. Ability to communicate effectively in writing and verbally.
16. Ability to understand legislative and administrative rule-making practices.
17. Ability to learn and adapt to new ideas and concepts.
18. Ability to gather data, to compile information, and prepare reports.

Supervisor Exclusion Analysis

Wisconsin Human Resources Handbook Chapter 324

Attachment #3

This information is to be provided by the position's supervisor and reviewed by the agency central office human resources representative for both filled and vacant positions and must be submitted as part of any Position Description (PD) for a position performing supervisory responsibilities (i.e., if #13 of the PD is checked YES). This information will be used to determine (1) if the position is performing supervisory functions and thus should be allocated to a supervisory classification and (2) what supervisory classification is appropriate based on the total duties of the position.

According to s. 111.81(19), Wis. Stats., a supervisor is any individual "who has authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees, or to adjust their grievances, or to authoritatively recommend such actions" and "whose principal work is different from that of the subordinates." The criteria used by the Wisconsin Employment Relations Commission (WERC) to apply this definition include: the authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees; the authority to direct and assign the workforce; the number of employees supervised (typically a minimum of three FTE permanent employees); the amount of time spent supervising; the number of other persons exercising greater, similar or lesser degrees of authority over the same employees; the level of pay, including an evaluation of whether the supervisor is paid for skill or supervision of employees; whether the supervisor is primarily supervising an activity or is primarily supervising employees performing the activity; whether the supervisor is a working supervisor or whether he/she spends a substantial majority of his/her time supervising employees; and the amount of independent judgment and discretion exercised in the supervision of employees. The WERC ultimately determines the appropriateness of supervisory exclusions.

Position Identification Data

1. Name of Employee (if filled): _____
2. Civil Service Classification: Section Chief
3. Department and Division: Department of Safety & Professional Services, Division of Industry Services
4. Bureau, Section, and Unit (or comparable): Technical Services, Integrated Services
5. Name and Classification of Supervisor: Paula Veltum, Bureau Director
6. Name and Complete Civil Service Title of Former Incumbent (if any): Tom Kasper, Section Chief

7. Supervisory Responsibilities

- a. In view of the definition statement and criteria listed in the second paragraph of this form, does the incumbent of this position:

(1) have the responsibility for directly supervising the activities of other classified employees?

☒ YES ☐ NO

(2) have the responsibility for supervising the activities of lower level supervisors?

☐ YES ☒ NO

(3) meet the definition statement and criteria?

☒ YES ☐ NO

- b. List the official classification titles and number of permanent classified employees (full or part-time) directly supervised by the incumbent. If this position supervises lower level supervisors, indicate the number of employees supervised by the lower level position(s) in parentheses after the classification title of the position. (NOTE: LTE, student, patient/inmate, volunteer, and unclassified employees should be specifically identified since the direction of these individuals is not considered to warrant supervisory status.)

Engineering Consultant Building Systems Adv – 4

Engineering Consultant HVAC Adv – 1

Engineering Consultant HVAC Sen - 1

Engineering Consultant Fire Suppression Systems Adv - 4

Supervisor Exclusion Analysis

c. What percentage of this position's total time is allocated to each of the following?

- 1) Supervisory functions (i.e., hiring, dismissing, disciplining employees, evaluating performance, settling grievances)? 25%
- 2) Activities relating to supervisory responsibilities (i.e., establishing operating procedures, reviewing work of subordinates, counseling subordinates on performance, training and orienting new employees, performing related administrative functions, etc.)? 25%
- 3) Performance of other work activities similar to those of the employees supervised? 5%
- 4) Performance of other non-supervisory work activities different from those of the employees supervised (including program administration)? 45%

*NOTE: The totals of c.1), 2), 3), and 4) must equal 100%.

*100%

8. Organizational Relationships

List (in order of descending authority) the names and classification titles of all other positions in the employing unit in the chain of command over the employees listed in 7.b.

Jeff Weigand, Administrator
Paula Veltum, Bureau Director

A copy of the organizational chart must be attached for the immediate work unit (i.e., the organizational unit which includes the employees supervised), including the names and classifications of all employees.

9. Supervisory Activities

Is this position identified as a formal step in the employee grievance procedure? ☒ YES ☐ NO

(If no, provide the name and classification of the first formal step in the grievance procedures for the employees listed in 7.b.)

A signature below means the position has been reviewed and you have concluded it meets the definition of "supervisor" found in s. 111.81 (19), Wis. Stats.

Supervisor _____ Date _____

Human Resources Representative _____ Date _____

To be completed by Incumbent (for filled positions):

☐ I agree with the preceding statements.

☐ I do not feel that the preceding statements are accurate for the reasons indicated below.

☐ No Comment

Employee Signature _____ Date _____